

CJIS Online

Security Awareness Training



TAC Guide

2015

Preface

Welcome to the new CJIS Security Awareness Training software available to Texas agencies to help meet current CJIS Security Policy requirements in Section 5.2. TX DPS purchased this application to help agencies that may not have access to Omnixx/TLETS. Many agencies will find this a good single source for electronic recordkeeping instead of maintaining a paper list or multiple lists for audit review.

We recommend starting small by adding the agency's IT staff and vendor records, personnel who typically do not have sign on credentials to Omnixx. Many vendors have been preloaded into the training software and will not need entering. Next, the agency may want to add their employees into the training software. Security Awareness Training that has been completed in Omnixx will not transfer over to this new software. This training software can be used to replace current security awareness training and recordkeeping methods, but is not a requirement at this time. This application does not replace TCIC/TLETS certification training available in Omnixx. This is being provided to help create one recordkeeping source for all Security Awareness Training.

The manual is broken into parts. One section for the TAC, one for the vendor and one on the security awareness training process. The content labeled 'TAC' refers to the main access and responsibilities the TAC holds referred to as the 'Local Agency Admin' in this guide. The 'Vendor Administrators' section is primarily for the vendor's use. The TAC may set up an administrative account for their vendor known as a Vendor Administrator. The Vendor Administrator keeps track of their own company's employee records. The TAC can search and view reports of their vendors, IT staff and employees training records. The third section is the overall training and testing process for all employees.

Some important tips to know before getting started; for personnel to be entered, each record must have a unique business or personal email address as this becomes their sign on credential. When creating the account for individuals make note of their initial login credentials as you will need to relay this information to them. This training application needs Internet access to complete. The agency's TAC will be provided an initial sign on credential based on their current email address on file with TX DPS. There is a Contact Support button at the screen bottom for any assistance needed.

CJIS Online – TAC Tutorial



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Introduction

CJIS Online is the latest addition to the resources TX DPS has added to help agencies meet CJIS Security Awareness Training requirements. Definitions mentioned throughout this document include:

IT & Agency Users – Personnel in technology roles (internal regular staff or through a **Management Control Agreement**) and agency employees that have access to CJIS data and may not have a TLETS/Omnixx credential.

Local Agency Admin – Terminal Agency Coordinator (TAC) at agencies. This the main contact person the agency has set up with TX DPS to correspond changes, updates to connections and TLETS recordkeeping duties to name a few. This person is the authorized person on file to enter training records into the *CJIS Online* system.

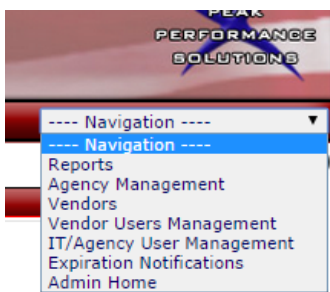
Login – An individual's unique business or personal email address. Cannot be a shared email address.

Vendor Access – The location vendor employees enter to take training in *CJIS Online*. The designated Vendor Admin signs into the *CJIS Online* system at this location.

Vendor Admin - The main contact person designated at a vendor's company responsible for entering and maintaining their own employee records in the *CJIS Online* system.

Moving around in the application.

Navigation List in the upper right area to quickly get to screens.



To get help on a topic, click the help button.



CJIS Online Home, Logs off account and goes to main screen.



Accessing CJIS Online:

Open an Internet browser to: <https://www.cjisonline.com/>



Select the 'Local Agency Admin' button.



Select **'Texas'** from the State drop-down box then enter the TAC's first name, last name, agency's ORI and password.

Click the **'Submit'** button.

The Easy Online Resource for CJIS Information

SECURE
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Agency Login

State/Agency: Texas ▼

First Name: First name here

Last Name: Last name here

ORI: TX8888888

Password:

Submit **Reset**

[Forgot Password](#)

[Contact Support](#)

CJIS ONLINE HOME

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TAC - Adding agency IT staff and personnel

****NOTE:** If you are entering IT staff that are responsible for providing IT services for your agency as well as other agencies, you must enter them by following the instructions for *TAC - Adding Agency Vendor*, which can be found starting on page 12 in this document.**

Click on the **'IT & Agency User Admin'** button.



This is the agency's home screen listing all the options available to the TAC for administrating records, adding vendors and running reports.

Click the 'Add New IT or Agency Employee' button.

The screenshot displays the CJIS Online web application interface. At the top, a red banner reads "The Easy Online Resource for CJIS Information". Below this, the left side features a "SECURE CJIS RESOURCES" logo, and the right side says "POWERED BY PEAK PERFORMANCE SOLUTIONS". A navigation dropdown menu is visible in the top right corner. The main content area is titled "Showing Active IT & Agency Employees". Within this section, two buttons are present: "Add New IT or Agency Employee" and "List All IT & Agency Employees". The "Add New IT or Agency Employee" button is highlighted with a green dashed rectangular box. Below these buttons is a search form with the label "Search By Last Name:", a text input field, and a "GO" button. A link "Show All IT/Agency Employees" is also present. The main content area displays "No Records Found". At the bottom of the interface, there is a "CJIS ONLINE HOME" button with a house icon, a "Contact Support" link, and a copyright notice: "Copyright © 2006 Peak Performance Solutions".

Note: To get help at any time, click the '? HELP' button. There is a Navigation drop down list in the top right area to quickly move to screens. 'Contact Support' button is also available.

Tip: CJIS Online Home button will logout the account and go to the main screen.

Add Agency IT or Employee

Top Section:

- Complete all mandatory fields marked by an asterisk *
- Department, person's first and last name

Middle Section:

- In 'Level Assignment' click the dot next to the level needed, 1, 2 or 3.
- Choose the appropriate training level based on the level description.

Bottom Section:

- Enter the person's unique email address then enter an initial password you create. This will become the initial user's sign on credential you will need to provide them.
- Select 'Support' for all agency personnel not responsible for IT functions.
- Select the appropriate IT function(s) for those individual's being added who have an IT function for the agency.

Click the '**Submit**' button.

Add IT or Agency Employee in Texas

Agency/ORI: TX8888888

Department: Maintenance *

State: Texas

First Name: Fred *

Middle Name:

Last Name: Flintstone *

Phone Number: 512-512-1212

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Personnel with Access to CJI (This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)	<input checked="" type="radio"/>
Level 2 CJIS Security Training	Personnel with Physical and Logical Access to CJI (This level is designed for operators who typically have access to query, enter, or modify CJI data.)	<input type="radio"/>
Level 3 CJIS Security Training	Personnel with Information Technology Roles (This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc.)	<input type="radio"/>

Finger Print Information

Date:

Email address is your user name

Email Address: someone@emailaddress.com *

Confirm Email Address: someone@emailaddress.com *

Password: ***** *

Confirm Password: ***** *

IT/Agency Related Categories

☐ Programming

☐ IT Management

☐ Server Management

☐ Networking

☐ Database Management

☒ Support

Submit

Reset

Notes:

Follow the same process to add additional IT staff or agency employees when necessary. Fields without an asterisk are optional.

You can set the password to any secure password appropriate for the agency.

Make a note of the employee login credentials as you will be relaying this to them to start their training.

TAC – Record Maintenance for IT staff and Personnel

From the agency's home menu screen, select the 'IT & Agency User Admin' button.



List and View Employees

The 'List All IT & Agency Employees' button should be selected if/when you want to see a list of all **ACTIVE** users.

The 'Show All IT/Agency Employees' link should be selected if/when you want to see a list of all **ACTIVE and INACTIVE** users.

Select the appropriate button. The IT staff and employee list appears like below. Find the employee on the list, you will be able to edit or view their record. Click on 'View' button.

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Navigation

HELP

Showing Active IT & Agency Employees

Add New IT or Agency Employee List All IT & Agency Employees

Search By Last Name: GO

Show All IT/Agency Employees

LAST NAME	FIRST NAME	DEPARTMENT	VIEW
Flintstone	Fred	TX CJIS ISO	

Showing 1 - 1 of 1

CJIS ONLINE HOME

Contact Support

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Select the **'Edit'** button to update the record.

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---- Navigation ----

HELP

Viewing Employee Fred Flintstone

List All IT & Agency Employees

Employee Personal Information

First Name: Fred
Middle Name:
Last Name: Flintstone
Phone No: 512-512-1212
User Name: someone@emailaddress.com
Agency: TX8888888
State: TX
Department: Maintenance
Active/Inactive: Active
Level Assigned: Level 1 CJIS Security Training

IT/Agency Related Categories
Support

EDIT

Testing History

Showing Current Certifications

No History Available

Show All Certifications

Finger Print Information

No Fingerprint Records Found

ADD

CJIS ONLINE HOME

Contact Support

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Note: From this screen you are able to Show All or Current Certifications under Testing History.

On this screen you will be able to edit an existing record. For example, change a user to Inactive status, update an email address, change the training level, etc.

Click **‘Submit’** when done.

Editing Employee Fred Flintstone

Agency/ORI: TX8888888

Department: *

State: Texas

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Personnel with Access to CJI (This level is designed for people who do not have physical and logical access to CJI but may encounter it in their duties.)	<input checked="" type="radio"/>
Level 2 CJIS Security Training	Personnel with Physical and Logical Access to CJI (This level is designed for operators who typically have access to query, enter, or modify CJI data.)	<input type="radio"/>
Level 3 CJIS Security Training	Personnel with Information Technology Roles (This level is designed for all information technology personnel including system administrators, security administrators, network administrator, etc.)	<input type="radio"/>

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Active/Inactive Status:

IT/Agency Related Categories

☐ Programming

☐ Networking

☐ IT Management

☐ Database Management

☐ Server Management

☒ Support

TAC - Adding Agency Vendor

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Local Agency Admin**' button.

- Or from Navigate Menu choose Admin Home



Select **'Texas'** from the State drop-down box then enter the TAC's first name, last name, agency's ORI and password.

Click the **'Submit'** button.

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Agency Login

State/Agency: Texas

First Name: First name here

Last Name: Last name here

ORI: TX8888888

Password:

Submit **Reset**

[Forgot Password](#)

[Contact Support](#)

**CJIS ONLINE
HOME**

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Adding / searching a vendor record

****NOTE:** If you are entering IT staff responsible for providing IT services for your agency as well as other agencies, you must enter them with this process.

Click on the **'Vendor Management'** button.



Search to see if the vendor has already been added, choose **only one search type at a time**:

-Search by **Company Name**: Enter the company name and click 'Go.'

-Sort by **Category**: Limits the list based on the category of vendor.

-Sort by **State**: Limits the list based on the state where the company is located.

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---- Navigation ----

HELP

Vendors

Add New Vendor List All Vendors

Search By Company Name: GO

Sort By Category Sort By State

Showing All Vendors

COMPANY NAME	NOTIFICATIONS	VIEW	EDIT
12550LC			
1800dryclean			
2-H Mechanical			
2-Way Communications Service			

After searching, if you need to Add a new Vendor Company Name,

- Select the **'Add New Vendor'** button.

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---- Navigation ----

HELP

Vendors

Add New Vendor List All Vendors

Search By Company Name: GO Sort By Category ▼ Sort By State ▼

Showing All Vendors

COMPANY NAME	NOTIFICATIONS	VIEW	EDIT
12550LC			
1800dryclean			
2-H Mechanical			
2-Way Communications Service			

Add New Vendor

- Complete all mandatory fields marked by an asterisk *
- Enter the *new* vendor's company name and contact information.
- Select the appropriate categories for the vendor.
- Click the '**Submit**' button.

The screenshot shows the 'Add New Vendor' form within the CJIS Online interface. The header includes 'The Easy Online Resource for CJIS Information', 'SECURE CJIS RESOURCES', 'CJIS online', and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. A navigation bar contains 'Navigation' and a 'HELP' button. The form itself has a title bar 'Add New Vendor' and two tabs: 'Add Vendor' (active) and 'List Vendors'. The form fields include: 'Vendor Company Name' (marked with an asterisk), 'Contact Name', 'Address', 'City', 'State' (dropdown), 'Zip', 'Phone', and 'Vendor Description' (text area). A section titled 'Categories Related to Vendor' contains checkboxes for CAD, Workstations, Switches, Custom Software, Testing, Mobiles, Networking, Consulting, Training, and Other. At the bottom of the form are 'Submit' and 'Reset' buttons. The footer includes a 'CJIS ONLINE HOME' button, 'Contact Support', and a copyright notice: 'Copyright © 2006 Peak Performance Solutions'.

TAC - Adding Vendor Administrators

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Local Agency Admin**' button.

- Or from Navigate Menu choose Admin Home



Select **'Texas'** from the State drop-down box then enter the TAC's first name, last name, agency's ORI and password.

Click the **'Submit'** button.

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Agency Login

State/Agency: Texas ▼

First Name: First name here

Last Name: Last name here

ORI: TX8888888

Password:

Submit **Reset**

[? Forgot Password](#)

[Contact Support](#)

**CJIS ONLINE
HOME**

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Add a Vendor Administrator

Click on the 'Vendor Users Management' button.



Select the 'Add New Vendor Employee' button.

*Note – You will do this to set up the Vendor Administrator only. Once you have created an account for the vendor agency administrator they will then be responsible for adding any additional company employees into CJIS Online.

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---- Navigation ----

HELP

Showing Active Vendor Employees

[Add New Vendor Employee](#) [List All Vendor Employees](#)

Search By Last Name: **GO** By Company Name: **GO**

[Show All Vendor Employees](#) | [Show Vendor Notifications Assigned to Me](#)

LAST NAME	FIRST NAME	COMPANY	E-NOTIFY STATUS	VIEW
Finniff	Edna	Arapahoe County IT	X	
Symareh	Aminata	American Traffic Solutions	X	
AAMODT	ERIC	DATAWORKS PLUS	X	
Abad	Arvin	Appriss	X	
Abaygar	Somedi	Structured Plus	X	
Abbadini	Reno	Florida Dept of Transportation - TURNPIKE TOLL	X	

Select the vendor you wish to add an administrator name to.

Click the '**Continue**' button.

*Note that you can also 'Add New Vendor' from this screen.

Pick Vendor

Choose a vendor from the list below to add an employee.

12550LC
1800dryclean
2-H Mechanical
2-Way Communications Service
3M Cogent Inc.
3M ELECTRONIC MONITORING
911 ADDRESSING
911 Technical Svcs
A & B CLEANING SERVICE
A CLEAN TEAM

Continue »

[Add New Vendor](#)

Add Vendor Administrator

Top Section:

- Complete all mandatory fields marked by an asterisk *

The vendor administrator's first and last name

Middle Section:

- In 'Level Assignment' click the dot next to the level needed, 1 or 3. Choose the appropriate training level based on the level description.

Bottom Section:

- Enter the person's unique email address then enter an initial password you create. This will become the initial user's sign on credential you will need to provide them.

Click the '**Submit**' button.

Notes:

Fields without an asterisk are optional. Finger Print Information is optional.

You can set the password to any secure password appropriate for the agency.

Make a note of the vendor admin login credentials as you will be relaying this to them so they can enter their employee records.

Add Vendor Employee to Peak Performance Solutions

Company Name: Peak Performance Solutions

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Vendors with Access to CJJ (This level is designed for vendors who do not have physical and logical access to CJJ but may encounter it in their duties.)	<input type="radio"/>
Level 3 CJIS Security Training	Vendors with Information Technology Roles (This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc.)	<input checked="" type="radio"/>

Expiration Notification:

This will allow a vendor employee to manage employees in their company.

Admin Status:

Finger Print Information

Date:

Email address is your user name

Email Address: *

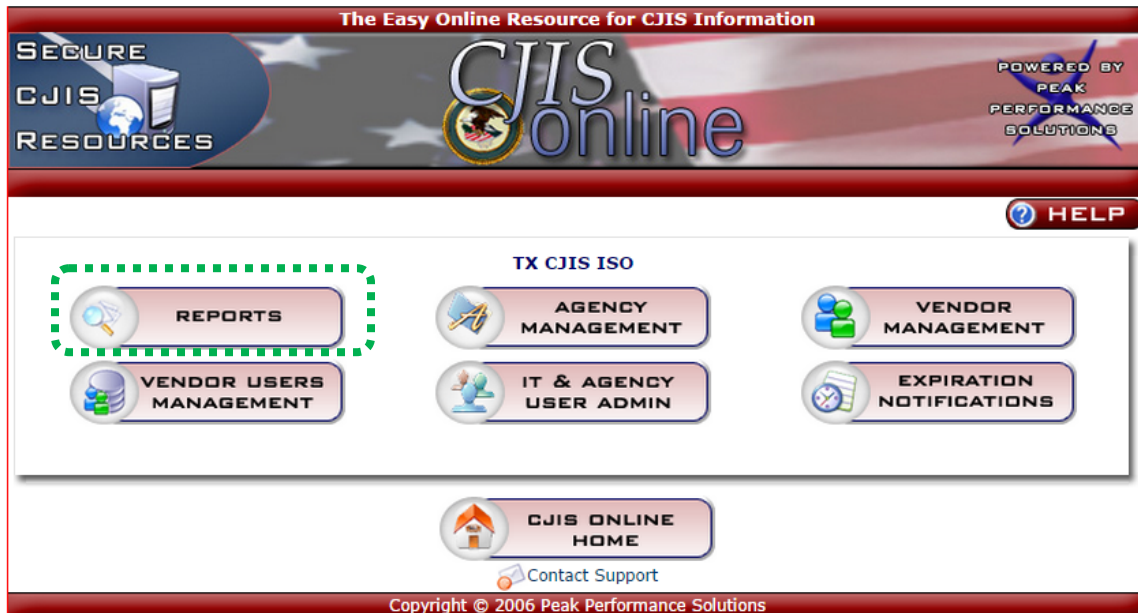
Confirm Email Address: *

Password: *

Confirm Password: *

TAC - Reports

From the agency's home menu screen or navigate list select the **'Reports'** button.



The following report types are available. Choose the **'Test Activity Report'** or **'Certification Expiration Report'** button.



Choose and enter the appropriate report criteria for the report selected and select the 'Submit' button.

For example, to quickly view IT and staff with no test history select the 'Show IT/Agency employees with No Test History' link and choose any timeframe.

The screenshot shows the 'Expiration Report' form in the CJIS Online system. The header includes 'SECURE CJIS RESOURCES', 'The Easy Online Resource for CJIS Information', 'CJIS online', and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. A navigation bar and a 'HELP' button are also present. The main content area has two links: 'Show Vendor Employees with No Test History' and 'Show IT/Agency Employees with No Test History', with an arrow pointing to the latter. Below the links is a 'Choose employee type:' dropdown menu. There are four radio button options: 'By Month' (selected), 'By Time Period', 'Very Specific', and 'All Dates in Data Base'. The 'By Month' option has dropdowns for 'September' and '2014'. The 'By Time Period' option has 'From' and 'To' dropdowns for 'September' and '2014'. The 'Very Specific' option has 'From' and 'To' dropdowns for 'September', '2', and '2014'. At the bottom of the form are 'Submit' and 'Reset' buttons. Below the form is a 'CJIS ONLINE HOME' button and a 'Contact Support' link. The footer contains 'Copyright © 2006 Peak Performance Solutions'.

Certification expiration report sample

The screenshot shows the 'No Test History Report' in the CJIS Online system. The header includes 'SECURE CJIS RESOURCES', 'The Easy Online Resource for CJIS Information', 'CJIS online', and 'POWERED BY PEAK PERFORMANCE SOLUTIONS'. A navigation bar and a 'HELP' button are also present. The main content area has a 'Search Again' button and a title 'IT/Agency with No Test History (Active Users Only)'. Below the title is a table with four columns: 'OPERATOR NAME', 'USER ID', 'ORI', and 'EXPIRATION DATE'. The table contains one row of data for 'Flintstone, Fred'. Below the table is a 'Showing 1 - 1 of 1' message. At the bottom of the report is a 'CJIS ONLINE HOME' button and a 'Contact Support' link. The footer contains 'Copyright © 2006 Peak Performance Solutions'.

OPERATOR NAME	USER ID	ORI	EXPIRATION DATE
Flintstone, Fred	someone@emailaddress.com	TX8888888	No Tests Taken

Vendor Expiring Report

For a vendor employees list, on the *Employee Type* box, choose *Vendor Employees* then Choose a Vendor name from the list, enter the timeframe and select '**Submit**' button.

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---- Navigation ----

HELP

Expiration Report

[Show Vendor Employees with No Test History](#)
[Show IT/Agency Employees with No Test History](#)

Choose employee type:
Vendor Employees

Choose Vendor:
Peak Performance Solutions

☐ By Month September 2014

☐ By Time Period From September 2014 To September 2014

☐ Very Specific From September 8 2014 To September 8 2014

☒ All Dates in Data Base

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---- Navigation ----

HELP

Expiration Report

Sort By

Showing All Dates
(Active Users Only)

Search Again

OPERATOR NAME	USER ID	COMPANY NAME	USER LEVEL	EXPIRE DATE
Hiatt, Lee	lhiatt@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	03/04/2015
Scarborough, Ryan	rscarborough@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	02/18/2016
Schmidt, Greg	gschmidt@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	12/12/2015
Valentine, Bryan	bvalentine@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	04/01/2016
Yearty, James	jlyearty@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	06/27/2016
Yearty, John	jyearty@peakps.com	Peak Performance Solutions	Level 3 CJIS Security Training	04/13/2016

Vendor Administrators – adding vendor employees

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Vendor Access**' button.



Enter the Vendor Administrator's email address and initial password created on previous step.

Click the '**Submit**' button.

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Vendor Login

Email Address: shawn.larsen@morrisela

Password :

Submit **Reset**

[Forgot Password](#)

[Contact Support](#)

**CJIS ONLINE
HOME**

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Note: The Local Agency Admin (TAC) can create the initial sign on credential for the person designated at the vendor company who will be the company's training records Administrator.

Select the '**Vendor Admin**' button.



Note: To get help at any time, click the '? HELP' button. There is a Navigation drop down list in the top right area to quickly move to screens. 'Contact Support' button is also available.

Tip: CJIS Online Home button will logout the account and go to the main screen.

Select the '**Vendor Users Management**' button.



Select '**Add New Vendor Employee**' button.

(To view your current user's list select 'List All Vendor Employees')



Vendor Administrator - Add New Vendor Employee

Top Section:

- Complete all mandatory fields marked by an asterisk *
- The vendor employee's first and last name.

Middle Section:

- In 'Level Assignment' click the dot next to the level needed, 1 or 3
- Choose the appropriate training level based on the level description

Bottom Section:

- Enter the person's unique email address then enter an initial password you create. This will become the initial user's sign on credential you will need to provide them.

Click the '**Submit**' button.

Add Vendor Employee to Morris Electronics

Company Name: Morris Electronics

First Name: *

Middle Name:

Last Name: *

Phone Number:

Level Assignment

LEVEL NAME	LEVEL DESCRIPTION	ASSIGN
Level 1 CJIS Security Training	All Vendors with Access to CJI (This level is designed for vendors who do not have physical and logical access to CJI but may encounter it in their duties.)	<input type="radio"/>
Level 3 CJIS Security Training	Vendors with Information Technology Roles (This level is designed for all vendors with information technology roles including system administration, security administration, network administration, etc.)	<input checked="" type="radio"/>

Email address is your user name

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

Notes:

Fields without an asterisk are optional.

Your user's profile has now been created and will appear on the 'All Vendor Employees List' mentioned on previous page.

You can set the password to any secure password appropriate for the agency.

Make a note of the vendor employee login credentials as you will be relaying this to them to start training.

Security Awareness Training

Open an Internet browser to: <https://www.cjisonline.com/>

Select the '**Vendor Access**' or **IT & Agency Users**' button.

Vendors – Select the 'Vendor Access' button.

IT & Agency Users – Select the 'IT & Agency Users' button.



Vendor Users will see this login screen:

Enter your email address and password then select '**Submit.**'

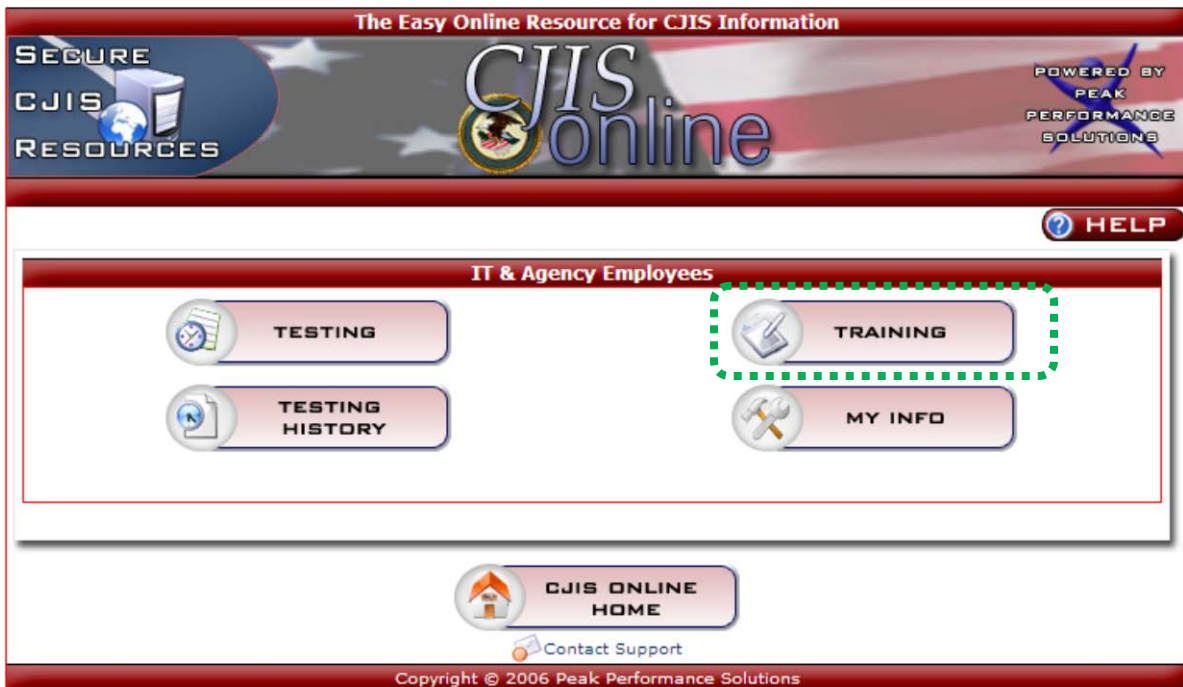
The screenshot shows the 'Vendor Login' interface. At the top, a banner reads 'The Easy Online Resource for CJIS Information' and 'CJIS online'. On the left is a 'SECURE CJIS RESOURCES' logo, and on the right is a 'POWERED BY PEAK PERFORMANCE SOLUTIONS' logo. The main content area features a 'Vendor Login' box with a green dashed border. Inside this box are fields for 'Email Address:' and 'Password:', followed by 'Submit' and 'Reset' buttons. Below these buttons is a 'Forgot Password' link. At the bottom of the page, there is a 'CJIS ONLINE HOME' button with a house icon, a 'Contact Support' link with a speech bubble icon, and a copyright notice: 'Copyright © 2006 Peak Performance Solutions'.

IT & Agency Personnel Users will see this login screen:

Enter your email address and password then select '**Submit.**'

The screenshot shows the 'IT & Agency Personnel Login' interface. It has the same top banner and side logos as the Vendor Login screen. The main content area features an 'IT & Agency Personnel Login' box with a green dashed border. Inside this box are fields for 'Email Address:' and 'Password:', followed by 'Submit' and 'Reset' buttons. Below these buttons is a 'Forgot Password' link. At the bottom of the page, there is a 'CJIS ONLINE HOME' button with a house icon, a 'Contact Support' link with a speech bubble icon, and a copyright notice: 'Copyright © 2006 Peak Performance Solutions'.

Select the **'Training'** button.



This announcement will appear on your screen if your User Profile has been set to Level 1 CJIS Security Training.

If you are a certified TLETS Operator or IT person, you are accessing the inappropriate training. Please contact your CJIS Online Administrator or TAC for further instructions.

To continue with the training, select the '**Begin Training**' button.



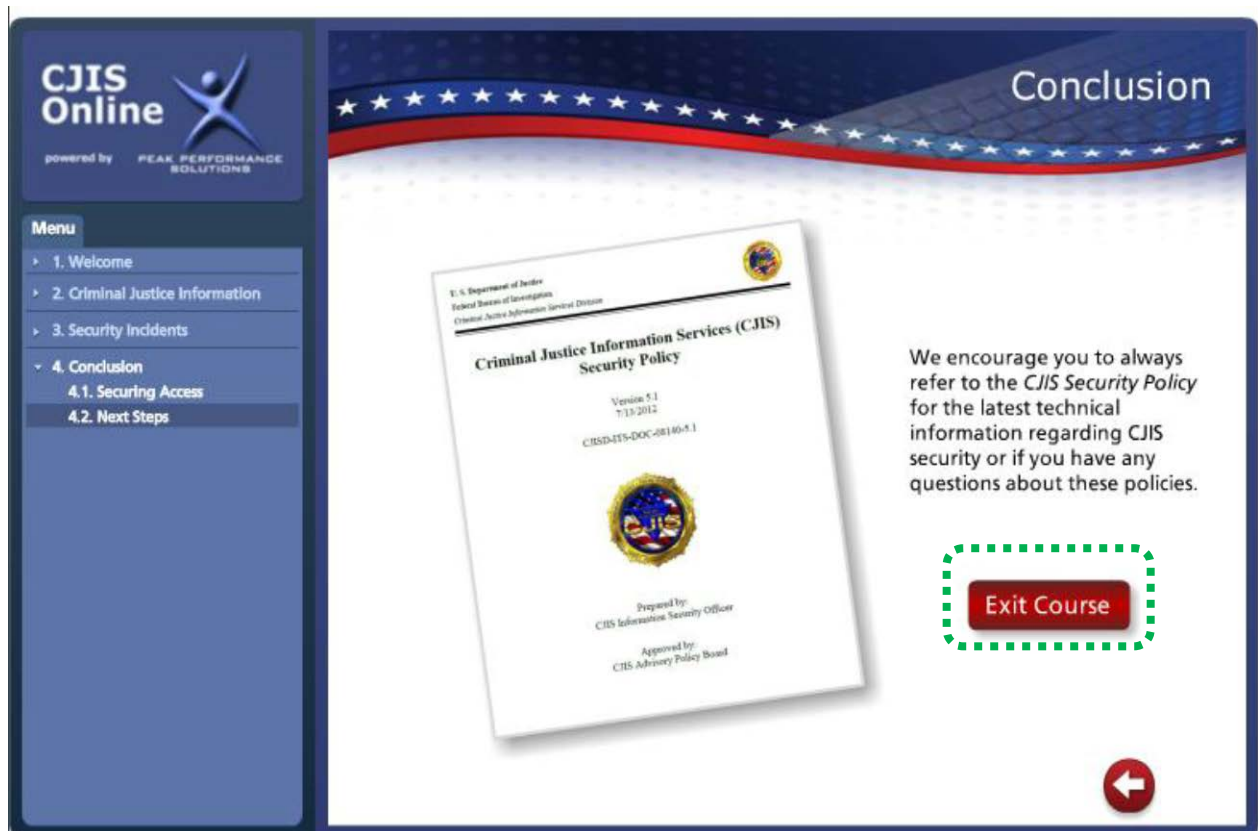
The screen will be similar to this when first accessed.

Please follow the prompts to continue with the training module.



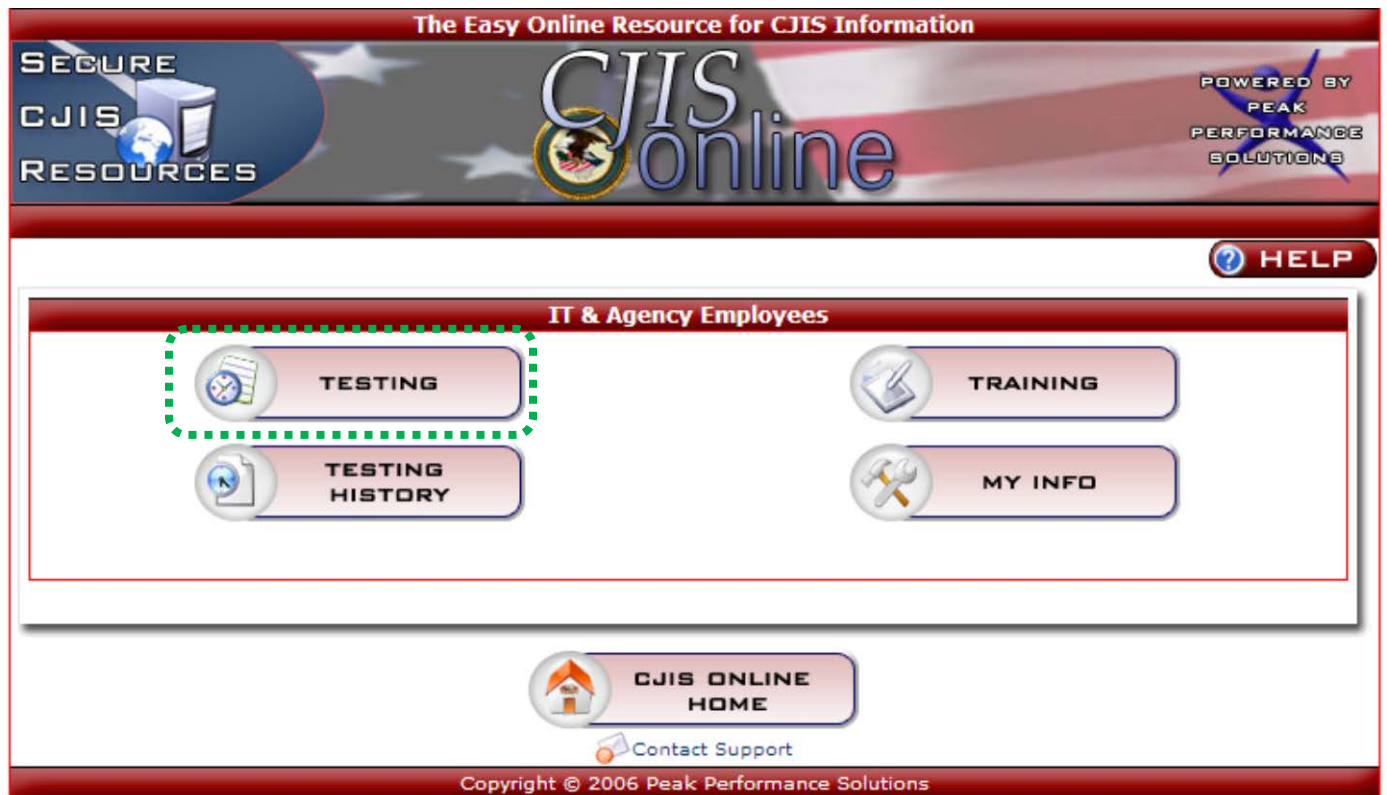
Once you have completed the Security Awareness Training you will see this page.

Select the '**Exit Course**' button to close the training module.



Once the Training Module is closed you will have access to the modules available prior to taking the test.

This time you will select the '**Testing**' button.



You will be required to confirm taking the Security Awareness Training by checking the box on this page before you can begin your test.

After checking the box, click '**Submit**' button.

- Your name will appear here

Please confirm you have taken the training necessary to take the following exam: Level 1 CJIS Security Test

If you would like to take the training now click this button:

 **TRAINING**

By checking below you have confirmed that you have taken the necessary training for the exam. Users are required to complete the security awareness training everytime before taking the test. Security policies are constantly being updated, and review of the training is necessary.

 ☒ Confirm Training

 **Submit** **Cancel**

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nexTEST

Frequently Asked Questions

1. Can the agency have more than one Local Agency Admin account?

Not at this time.

2. Will my testing transfer from Omnixx to the new *CJIS Online* software?

Sorry, the previous training does not transfer over.

3. Is the *CJIS Online* training mandatory?

Security Awareness Training is required every two years and within six months of assignment. The *CJIS Online* software is another resource to help consolidate and automate training records for the agency. The agency may continue to use Omnixx training, the PDF and PowerPoint from our webpage, or create their own training meeting CJIS requirements in section 5.2.

4. How much does the *CJIS Online* software cost the agency?

There is no monetary cost to the agency.

5. If I enter a vendor record or account record incorrectly, can I delete it?

No. records can be edited, but not deleted by the agency. The agency can deactivate the account record, but not delete the record.

6. How will personnel be notified to be tested again in two years?

Each individual user will receive an automated email both 60 and 30 days prior to their expiration date on the first of the month in which that date falls. If the Local Agency Admin would like to receive these emails as well for their users, they will need to log in as a Local Agency Admin and click on the Expiration Notifications button and turn on the feature manually. This feature will cause the system to send the Local Agency Admin an email on the first of each month of all their users who will be expiring in both 60 and 30 days.

7. My employees do not have a unique work email address?

The *CJIS Online* software requires an email address. There are other options available to the agency to meet Security Awareness Training requirements. Please visit our web page <http://www.dps.texas.gov/SecurityReview/documents.htm> for other training materials available. Personnel can also use a personal email address.

8. Is there a Spanish version available?

Not at this time.

9. Whom should I contact if I have questions about the *CJIS Online* software?

Agencies should contact TX DPS at 512-424-7364 or cjis.audit@dps.texas.gov only for this support.